



Trauma Facility Designation Process for Basic Trauma Facility Applicants

1. Request a designation application packet from the Bureau of Emergency Management.
2. Review the criteria for Basic Trauma Facility designation.
3. Complete the Basic Trauma Facility Designation Application.
4. Complete the Basic Trauma Facility Application Checklist utilizing the columns labeled "Hospital".
5. The following documents should be submitted in preparation for Basic Trauma Facility designation:
 - **three (3) copies of the completed Trauma Facility Designation Application**
 - **three (3) copies of the completed Basic Trauma Facility Checklist**
 - **the application fee (\$1.00 per licensed bed, \$100.00 minimum)**
 - **a letter from the Regional Advisory Council (RAC) with which the facility is affiliated which confirms facility participation in RAC activities**
6. Submit the required documents to:

Bureau of Emergency Management
Texas Department of Health
1100 W. 49th Street
Austin, Texas 78756-3199
Phone: 512/834-6740
Fax: 512/834-6736
7. Schedule the site survey (when notified of application approval).
8. Prepare for the site survey.
 - a. Identify a room to be available for the survey team to use during the site visit.

- b. Have the following documents available in the room at the time of the survey:
 - 1) List of all physicians/surgeons/anesthesiology staff
 - 2) Physicians on-call rosters for the last 6 months
 - 3) List of all nurses (RNs and LVNs)
 - 4) Nurse staffing schedules
 - 5) Emergency Department log for last 12 months
 - 6) Trauma medical records:
 - a) all trauma deaths
 - b) at least 10 trauma charts (these should be the charts of the most recent trauma patients); additional records will be chosen from the emergency room log by the surveyor
 - 7) Quality Improvement (QI) notebook for last 12 months
 - 8) Trauma/Hospital QI Committee minutes
 - 9) Emergency Department QI Committee minutes
 - 10) Transfer agreements
 - c. Plan a selective hospital tour which may include the emergency room, laboratory, blood bank, radiology, operative suite, recovery room and intensive care unit. The trauma nurse coordinator and medical director of the emergency room should accompany the survey team on this tour. The survey team may wish to discuss with trauma team members their duties and responsibilities when caring for trauma patients.
9. The site survey report will be sent to the hospital by the surveyor.

